



DEPARTMENT OF PERSONNEL

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**MEMO PERD #13/02
March 26, 2002**

TO: Department Directors
Division Administrators
Personnel Liaisons
Personnel Representatives
Employee Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: REVISED CATASTROPHIC LEAVE FORMS

At the request of the Committee on Catastrophic Leave, the Personnel Commission recently amended NAC 284.576 to require employee's applying for catastrophic leave donations to provide documentation from a physician to substantiate the need for leave. The attached newly created Physician's Certification for Catastrophic Leave Request form (PAY-23C) is to be used for this purpose.

Additionally, the following forms related to Catastrophic Leave have been updated to reflect statutory reference and formatting changes:

- Request to Receive Catastrophic Leave Donations (PAY-23)
- Notification of Agency's Payroll Center (PAY-23A)
- Formal Appeal to Committee on Catastrophic Leave (PAY-23B)

For your convenience, copies of the above forms are attached to this memorandum and are available on the Department of Personnel's website at www.state.nv.us/personnel/.

If you have any questions, please contact Chandra Penderland at (775) 684-0141.

JG:rb

Attachments